

SAMPLE AGREEMENT ARTICLES

Federal Emergency Management Agency Agreement Articles Assistance to Firefighters Grant Program

Grantee:

Agreement Number:

Amendment Number:

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Article I – Project Description

The grantee shall perform the work described in the approved grant application's Program Narrative. That narrative is made a part of these grant agreement articles by reference. The purpose of the Assistance to Firefighters Grant Program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards. After careful consideration, FEMA has determined that your project, as detailed in your project narrative and budget information, submitted as part of your application (and considered part of this agreement by reference), was consistent with the program's purpose and worthy of award. As such, any deviation from the approved scope of work must have prior written approval from FEMA

Article II – Grantee Concurrence

By expending any funding provided by this grant program, the grantee accepts and agrees to abide by the terms and conditions of the grant as set forth in this document and the documents identified below. All documents submitted as part of the application are made a part of this agreement by reference.

Article III – Period of Performance

The period of performance shall be twelve (12) months from the effective date of this grant:
_____ thru _____.

The grant funds are available to you for obligation only during the period of performance stated above. You are not authorized to incur new obligations after the expiration date shown unless you have requested, and FEMA has approved, a new expiration date. Award expenditures are for the purposes detailed in the approved grant application only. You, the grantee, cannot transfer funds to other agencies or departments without prior written approval from FEMA.

Article IV – Amount Awarded

The amount of the award is detailed on the FEMA Form 40-21 attached to these articles. Following are the budgeted estimates for object classes for this grant:

Personnel	\$
Fringe Benefits	\$
Travel	\$
Equipment	\$
Supplies	\$
Contractual	\$
Construction	\$
Other	\$
Indirect Charges	\$ _____
	\$

Article V – Requests for Advances or Reimbursements

Grant payments under the Assistance to Firefighter Grant Program are made on a reimbursable or an immediate-needs basis. When you need to draw from your grant funds, fill out the attached Request for Advance or Reimbursement (Standard Form 270) and send it to us at the following address:

Federal Emergency Management Agency
Office of Financial Management
Grants & Acquisition Support Division, Room 350
500 C Street, SW
Washington, DC 20472

Payments under this grant program are made via direct deposit; therefore, grantees must fill out the provided Direct Deposit Sign-up Form (Standard Form 1199A) prior to requesting any funds. Failure to provide the requisite information would make it impossible for us to provide you with your grant funds.

Article VI – Budget Changes

Generally, changes in the budget-line items are permitted, as long as the original scope of work is accomplished. The only exception to this provision is for grants where the Federal share is in excess of \$100,000. In grants where the Federal share exceeds \$100,000, the budgeted line items can be changed, but if the cumulative changes exceed ten (10) percent of the total budget, FEMA must approve those changes

Article VII – Financial Reporting

The Standard Form 270, request for Advance or Reimbursement mentioned above, will also be used for interim financial reporting purposes. At the end of your performance period, or upon completion of the grant's scope of work, a final financial report is required to close out your grant. The FEMA Form 20-10, Financial Status Report, is due within 90 days after the end of the performance period. The 20-10 should be submitted to:

Federal Emergency Management Agency
Office of Financial Management
Grants and Acquisition Support Division, Room 350
500 C Street, SW
Washington, DC 20472

Copies of the FEMA Form 20-10 and the Standard Form 270 may be obtained from the FEMA website or by calling the toll free number of the USFA Grant Program Technical Assistance Center at 866-274-0960.

Article VIII – Performance Reports

You must submit a performance report to FEMA (along with the final financial report detailed in Article VII) within 90 days after the end of your performance period. The final performance report should provide a short narrative on what you accomplished with the grant funds and any benefits you derived there from.

Article IX – FEMA Officials

Brian Cowan, Director of the Office of Strategic Initiatives, is the program officer for this grant program. The program officer is responsible for the technical monitoring of the stages of work and technical performance of the activities described in the approved grant application.

Richard W. Goodman, Director of the Office of Grants and Acquisition Support, is the assistance officer for this grant program. The assistance officer is the Federal official responsible for negotiating, administering, and executing all grant business matters.

Article X – Other Terms and Conditions

- A. Pre-award costs directly applicable to the awarded grant are allowable if approved in writing by the FEMA program official.
- B. The grantee agrees to maintain their operating expenditures in the funded grant category at a level equal to or greater than the average of their operating expenditures in the two fiscal years preceding the fiscal year in which assistance is awarded.
- C. The grantee agrees to provide information to the national fire incident reporting system for the period covered by the grant.
- D. Availability of Funds. You can only charge the grant with costs resulting from obligations you made within the performance period. If you cannot obligate all of your grant funds within the performance period, you can request an extension if your request: 1) is in writing, 2) is submitted more than 30 days prior to the end of the performance period, and 3) explains why it was impossible for you to spend the grant funds within the original performance period. You must liquidate all grant obligations no later than 90 days after the end of the performance period.
- E. Excessive Funds. If you have completed your project prior to the end of the performance period, you can do one of three things. The first option is for you to expand the original scope of your grant and do more within the category that you received the award. You do not need FEMA's approval to expand the scope of work as long as the expansion is consistent with the original scope of work. The second option is for you to use excess funds to create or expand your fire prevention program. If you select this option, you must formulate your plan for the use of the excess funds and present that plan to FEMA in writing. FEMA will, in turn, inform you whether the change in your grant is approved. Finally, the third option is to return all the funds to FEMA or otherwise inform FEMA via your final performance report that excess funds are not necessary for you to fulfill your grant.

obligations. If your grant performance period has expired and you have excess funds in your possession after completion of the project, you must return those funds to FEMA.

Article XI – General Provisions

The following are hereby incorporated into this agreement by reference:

44 CFR, Emergency Management and Assistance

Part 7 Nondiscrimination in Federally-Assisted Programs

Part 17 Government-wide Debarment and Suspension (Non-procurement) and
Government-wide Requirements for Drug-free Workplace (Grants)

Part 18 New Restrictions on Lobbying

31 CFR 205.6 Funding Techniques

OMB Circular A-122 Cost Principles for Non-Profit Organizations

OMB Circular A-110 Uniform Administrative Requirements for Grants and Agreements
With Institutions of Higher Education, Hospitals, and Other Non-
Profit Organizations

Assistance to Firefighters Grant Application and Assurances contained therein.

Article XII – Audit Requirements

All grantees must follow the audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. The main requirement of this OMB Circular is that grantees that expend \$300,000 or more in Federal funds (from all Federal sources) must have a single audit performed in accordance with the circular.

As a condition of receiving funding under this grant program, you must agree to maintain grant files and supporting documentation for three years after the conclusion of the grant. You must also agree to make your grant files, books, and records available for an audit by FEMA, the General Accounting Office (GAO), or their duly authorized representatives to assess the accomplishments of the grant program or to ensure compliance with any requirement of the grant program.